

## Selectman's Meeting – May 15, 2012

Present were Selectmen Deborah J Davis, Nancy L Carlson and Kenneth P Colby, Jr. Also present was Interim Town Administrator Richard Busick. Chairman Davis called the meeting to order at 6:15 p.m.

**Financial Matters.** Selectmen reviewed and approved accounts payable and payroll manifests.

**Improvements and construction at South Road ballfields.** At the Board's request, DPW Director Dunham and Swanze Cal Ripken Baseball president Jonathan Hoden appeared before the Board to discuss the ownership, maintenance, utility costs, liability and insurance responsibilities related to new scoreboards. Hoden said that two donated scoreboards have been installed, with two more donations in the works; the scoreboards are designed to come down during winter months, and have not been hard-wired as a precaution against lightning strikes. Selectmen expressed their appreciation for the work of program volunteers, saying that the ballfields are a valuable asset for the Town. Selectmen advised Hoden to address questions regarding ballfield improvements to Dunham.

Those present also discussed a May 4, 2012 e-mail message sent from Mr Hoden to Francis Faulkner and Lee Dunham, with an attached quote for \$3,876 from Monadnock Fence, asking that the Town of Swanze authorize and pay for repairs to damaged fencing at the South Road ball fields. Mr. Hoden indicated that Monadnock Fencing has discounted the normal pricing for the repairs to help support SCR and the Town (materials at cost). Dunham, who was unaware of the needed repairs when preparing his FY 2012 budget, described the budget preparation process and other priority items for the fields, stating that funds remaining in the budget are not adequate to cover the expense of the fence repair. Selectmen asked Dunham to research repairing a portion of the fencing, and promised to consider the cost of additional repairs at budget time.

Speaking in general terms, Selectmen encouraged the Cal Ripkin organization to stay in communication with the Board. Dunham emphasized his need to be notified of any proposals to bury utilities.

### Meeting with Town Planner Sara Carbonneau.

- Increasing Town Hall staff workload, lack of space for personnel and storage, and suggested efficiencies. Carbonneau described challenges caused by increased work loads and the resulting excessively long work weeks, and said that the stress caused by this situation affects many Town Hall staff. Carbonneau proposed closing Town Hall for half a day, possibly one day a week (Wednesdays). Busick concurred, adding that staff time management is not the issue. Carbonneau suggested that a new position of assistant town administrator could also support the Town Planner position. Selectmen discussed the transition to the new Town Administrator, space issues, and whether it might be necessary to hold evening hours if Town Hall is closed for a half day. Selectmen expressed concept support for having some closed hours, and encouraged additional discussion and finding a solution. Selectmen talked about re-visiting the issue after the new Town Administrator has been hired, and prior to budget preparation. Carbonneau will prepare a recommendation for Board review.
- Class 6 portion of California Street. Carbonneau responded to questions raised at the May 8 Board meeting regarding the Class 6 portion of California Street, stating that individuals can gate but not lock roads; the property owner on the other side of the road must agree.

### **Meeting with Police Chief Thomas DeAngelis**

- Back-up system for PD computer network/server. In follow-up to Chief DeAngelis' assessment of the Department presented to Selectmen in March 2012, Board members discussed the need to have secure backup of PD computer files. DeAngelis said that he had a single bid from a vendor with a long-term relationship with the Department, because of the need for high security of information. DeAngelis said that the cost is in the budget. **Motion** by Carlson to authorize installation of the back-up system. Second by Colby. All in favor.
- Proposal to purchase and erect storage shed on the PD property for additional storage of departmental property, supplies and archived reports. DeAngelis described existing storage limitations, and presented a plan for a secure, enclosed 12' x 18' steel structure (similar in construction and color to the carport) on a cement pad, wired for electric and to be paid for primarily from the Police Facility Expendable Trust account. Total cost of lowest bid, including concrete pad, is \$4831.95. **Motion** by Colby to authorize the storage shed construction, the expense not to exceed \$5,500. Second by Carlson. All in favor.
- Request for support and approval of a proposed noise ordinance. DeAngelis described the kinds of problems the proposed ordinance is designed to address, and the benefits of having the ordinance in place. Selectmen discussed hours of "quiet" time, exceptions for small engines (like lawnmowers), and concerns about an ordinance being used as a way to further neighborhood vendettas. **Motion** by Carlson to approve the proposed ordinance, amending the quiet hours to 10:00 p.m. to 7:00 a.m. seven days a week. Second by Colby, Jr. Carlson in favor; Colby and Davis opposed. Selectmen will conduct a public hearing to receive comment.

### **Meeting with Bruce Bohannon, NH Rail Trails**

- Request for approval of an application for a NH Recreational Trails Grant for \$20,000. Selectmen reviewed submitted materials; Bohannon said that awards would be announced in October 2012 and funds must be spent before June 30. Bohannon said that he is pursuing other grant monies. Selectmen approved the application.
- Request to name Bohannon as Grant Administrator. Selectmen named Bruce Bohannon administrator of the NH Recreational Trails Grant.
- Request for authorization to apply for other grants for the Rail Trail project. Bohannon and Selectmen discussed private fundraising sources.

### **Meeting with Fire Chief Norman Skantze.**

- Water Rescue Task Force. Skantze and Selectmen reviewed operating guidelines developed by Skantze for the Task Force. Skantze said that funding for the Force is available within the existing FD budget. Those present discussed the benefits of the task force, as well as implementation, personnel involved, logistics, training and equipment requirements. Skantze reported that Ron O'Keefe, Health and Safety Officer with LGC, advised Skantze that the LGC will cover operation of the unit with the Town's insurance, following Town Council review of a MOU between collaborating communities that details the manner in which participating departments would operate. Skantze said that the Department has no interest in becoming the regional dive team, and will probably use the team no more than ten times a year, but said that the number of water bodies in Swanze is a strong argument for having the capacity for water rescue. **Motion** by Carlson to support the proposal, and to authorize Interim Town Administrator Busick to forward the MOU to Town Council for review and opinion. Second by Colby. All in favor.

- Request for authorization to submit a request for and accept reimbursement from the State's Department of Safety Grants Management Unit Skantze said he would use the funds to send a Swanzey firefighter to grant-eligible training programs. Selectmen asked Skantze to explore how this would be done, and report back to Selectmen at their next meeting.

**Non-public session I -- RSA 91-A:3IIb, hiring.**

Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIb at 7:57 p.m. Present were Selectmen, Interim Town Administrator Busick and Fire Chief Skantze. Selectmen came out of non-public session at 7:59 p.m. Selectmen voted to seal minutes until matter is resolved.

**Non-public session II -- RSA 91-A:3IIa, dismissal, promotion, compensation.**

Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIb at 7:34 p.m. Present were Selectmen, Interim Town Administrator Busick and Fire Chief Skantze. Selectmen came out of non-public session at 7:56 p.m. Selectmen voted to seal minutes until matter settled.

**Non-public session III -- RSA 91-A:3IIb, hiring.**

Selectmen voted unanimously by roll call to go into non-public session pursuant to RSA 91-A:3IIb at 8:32 p.m. Present were Selectmen and Interim Town Administrator Busick. Selectmen came out of non-public session at 8:35 p.m. Selectmen voted to seal minutes until the matter is resolved.

**Unanticipated DPW vehicle repairs.** Busick said that DPW Director Dunham has reported \$2,336.30 repairs to kingpins, rear brakes, exhaust and rear end on the 2001 International Truck (scheduled for replacement in 2015) resulting from a failed State inspection. Dunham requested authorization of the unanticipated payment. *Motion* by Carlson to authorize the payment. Second by Colby. All in favor.

**Town Administrator recruitment process** Selectmen discussed scheduling of appointments, and reviewed LGC's suggested questions as well as questions that can and cannot be asked. Busick also distributed questions submitted by Town Hall staff. Busick said that each candidate will be given an information packet following their interview. Selectmen and Busick discussed interview questions, and agreed to extend the interview time to 1.5 hours (if possible for the candidates) with a break for lunch.

**Consent Agenda.** Selectmen approved the following consent agenda items:

1. *PAFs* for Fire Department (above)
2. *PAF* DPW seasonal hire
3. Re collector's deed on Beckwith property, Tax Map 71 Lot 17: Real Estate Transfer Tax Declaration for Consideration Form (Board signature) and DRA Inventory of Property Transfer forms (authorization for Chair to sign).
4. Authorization to proceed with most cost effective bid for administration of the Keene CDBG wastewater treatment plant upgrade project.
5. Authorization for Interim Town Administrator to sign MOU certification with NH Department of Safety to order 4 Motorola dual band VHF/UHF portable radios using DHS/FEEMA grant funds available from the State. Cost of radios and accessories is \$15,488.96 with no matching requirements.
6. Authorization for Chair to sign MRSD final apportionment for FY 2011/2012.

**Consideration of Minutes of Selectmen's Meeting of May 8, 2012.** Selectmen approved the minutes of the meeting of May 8, 2012, including non-public sessions.

Meeting adjourned at 8:52 p.m.

Submitted by  
Victoria Reck Barlow  
Recording Secretary